

# **IMPROVEMENT PLANNING ROLES**

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## **Role of Advisory Panel**

- Identify priorities based on the CIMP
- Provide suggestions for committee members
- Assign 2-3 Panel members to participate in the subcommittees
- Assigned panel members are the liaisons to report to panel
- Receive updates and provide feedback at Panel meetings on the development of the Improvement Plan
- Review and provide feedback on the Plan prior to OSEP submission
- Panel will develop a statement regarding their position on the Improvement Plan
- Receive updates at Panel meetings on progress of Improvement Plan

## **Role of DESE**

- Design the content of the Subcommittee meetings based on the assigned priorities
- Collaborate with other DESE division on school improvement initiatives
- Recommend members for the Subcommittees
- Invite participants for Subcommittees
- Drill down on data for the Subcommittee meetings
- Participate in Subcommittee meetings
- Write the Improvement Plan based on the outcomes of the Subcommittee
- Receive feedback at Panel meetings on progress of developing Improvement Plan
- Complete the required OSEP reports on progress in Improvement Plan
- Receive feedback at Panel meetings on progress of the implementation of the Improvement Plan
- Develop and maintain a section of the Division Web page for the Improvement Plan and activities

## **Role of Subcommittee**

- Review CIMP data that has been drilled down by DESE
- Participate in a 2 day meeting to develop the root cause for lack of improvement in Achievement and Transition
- Participate in a 2 day meeting to develop improvement strategies to address the root causes
- Review written drafts via e-mail (if needed)
- Participate in a conference call regarding written drafts (if needed)